



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

☐ Update
☒ Formal Review

Date Submitted 3/20/12

SECTION I - Identification

Working Title:
Consultant Plans Checker Supervisor

Department:
Montana Department of Transportation

Job Code Number:
173136

Division & Bureau:
Engineering Division
Consultant Design Bureau

Job Code Title:
Designer

Section & Unit:
Consultant Plans Section

Pay Band:
6

Work Address:
2701 Prospect Ave.
Helena, Mt 59601

Position Number:
39020

Phone:

☐ FLSA Exempt ☒ FLSA Non-Exempt ☒ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By:
Bryan Miller, Consultant Plans Section Supervisor

Work Phone:
444-9413

Work Unit Mission Statement or Functional Description:

The Consultant Plans Section prepares, negotiates, administers, and coordinates consulting firm agreements and activities. The section supervises, directs, and performs all activities related to project development, location and design to produce contract documents for assigned projects, and performs special engineering and research projects as directed by the Consultant Design Engineer. The Consultant Plans Section manages and develops assigned projects including coordinating and documenting design work between consultants and the MDT; compiling road plan packages (construction plans, geometric data computation, plan quantities estimates, details, technical specifications, and cost estimates needed to build highways on Montana Secondary, Primary, and Interstate highway systems); and obtaining, reviewing and distributing consultant work products such as specialty plans and reports.

Describe the Job's Overall Purpose:

The position is responsible for and oversight, evaluation, verification and development of road construction plans, specifications and estimate (PS&E) for a large number of concurrent projects of varying complexity. Serves as the design liaison among project managers, consultants, contractors, material suppliers and the general public. Provides technical advice to consultants in the development of the consultant construction PS&E. The position reports to the Consultant Plans Engineer and directly manages a staff of 6.0 FTE within the Section.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

	% of Time
<u>PLANS, SPECIFICATIONS and ESTIMATES</u>	60%
1. Directs and oversees the evaluation and verification of road construction plans, specifications and estimates (PS&E) submitted by consultant engineering firms and by MDT for compliance with the contract, MDT design standards, guidelines, policies and practices, state and federal guidelines and regulations, and specific project requirements. Ensure designs are cost-effective, constructible, biddable and accurate.	
2. Analyze and verify accuracy of construction plans for complex and non-typical highway construction projects to ensure compliance with the contract and Department design standards, guidelines, state and federal regulations. Direct consultants on necessary changes to bring construction plans into compliance.	
3. Research preliminary files on the project and compile information from previous reports and studies. Attend field review and make recommendations to the consultant regarding the design and preparation of plans for the project.	
4. Implements and manages a work plan so that road PS&E evaluations and development ensure quality, and are completed on schedule. Management of this work requires determining required involvement by staff; estimating time requirements for each project; utilizing scheduling software; defining project priorities; and assigning project task to staff based upon expertise, availability and experience.	
5. Ensures CADD files are compiled according to MDT standards. Evaluations include researching project documentation; familiarization with applicable codes, guidelines, analyzing the plans to determine compliance with requirements; resolving design deficiencies; checking the PS&E for consistency in quantities and pay items and cross checking with plans from other disciplines such as bridge, geometrics or traffic for consistency.	
6. Provide technical guidance to consultants; submitting final plans to MDT Contract Plans Section; and an evaluation of the consultant performance on the technical aspects of the PS&E.	
7. Review surveys, design recommendations, field notes, correspondence, and reports to ensure that they meet the overall design objectives.	
8. Review and approve the design details of work performed by staff to ensure plan consistency and accuracy by providing technical expertise, guidance, coaching and informal training to staff.	
9. Review and approve plan packages and cost estimates performed by MDT staff for completeness at milestone points in the design process using knowledge of the Road Design Manual and standard MDT design practices.	

10. When required, oversee the revision or redesign of consultant PS&E package when consultant is no longer under contract to bring plans up to current design standards, policies, and scope of work changes so that plans can be submitted to the Contract Plans Section for letting.

TECHNICAL ASSISTANCE and TRAINING

20%

1. Develop and oversee technical advice and interpretation of MDT design standards, policies and guidelines provided to consultants.
2. Act as design liaisons between consultant engineering firms and MDT specialty design sections to compile information and data on photogrammetry, environmental, hydraulic, geotechnical, and traffic items needed by the consultant to prepare the construction plans.
3. Provide or assist with training on MDT design practices and CADD system software.
4. As a technical expert for MDT road design, maintain knowledge and familiarity of current and developing technologies for road design, including software programs for optimal effectiveness as well as cost efficiency. Work requires research, analysis and trial utilization of new technologies and recommendations for new processes and protocols to be proposed for the Montana Department of Transportation (MDT).

STAFF SUPERVISION

10%

1. Directly supervises design staff (6 FTE) of the Consultant Plans Section by reviewing and revising overall work plans, priorities, and procedures and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau and Department goals.
2. Coaching as part of the day-to-day interaction with staff to provide positive feedback about employee contributions; communicate performance issues when they are minor and assist employee to correct them; and work with employees to improve the work of the employee, the team and the department.
3. Determines training needs of staff through analysis of program effectiveness; new standards, specifications, and policies; evolving technologies; and staff performance. Prepares, presents, or coordinates training through personnel specialists, training offices, or outside consultants to ensure that modern technologies and operational strategies are available.
4. Identifies staffing needs, recruits and hires employees, and allocates staff to adequately support ongoing project operations and activities. This involves ensuring compliance with State and federal employment and civil rights laws throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
5. Evaluates the performance of positions directly supervised and completes performance evaluations. Recommends, implements, and monitors corrective actions. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.
6. Ensures that staff complies with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

Other Duties

10%

This position performs a variety of other duties as assigned by the Consultant Plans Engineer in support of the Department mission and Division objectives. This includes exchanging information with consultants, and agency staff; providing training, education, and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

-
1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Manage, direct and oversee the evaluation and development of road plans, specifications and estimates for construction projects. Develop and Oversee technical advice provided to consultants and Staff Supervision. Use engineering judgment to select option with greatest benefit to the public when unique situations are encountered on projects or discrepancies between reference manuals are encountered. Evaluate staff workload and abilities to properly distribute tasks to assure timely delivery of road plan packages and to keep staff appropriately challenged. Communicate expectations for job performance and convey information to staff. Maintain the technical skills and knowledge necessary to complete assigned projects.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light Lifting (less than 10 lbs.)
- Travel throughout the state to project locations.
- Operating a personal computer.
- Work for long periods of time at work station or in a meeting format.

MENTAL

- Communicating in writing, in person and over the phone
- Ability to multi-task
- Analyzing
- Instructing
- Demands for accuracy in all aspects of work
- Computing arithmetic operations.
- Coordinating
- Compiling information

2. Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 6

Position Number(s) of those supervised: 39002, 39003, 39004, 39005, 39016, 32020

3. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Technical work requires a thorough knowledge of a broad range of highway engineering design concepts and applications; road construction processes and procedures; of MDT and Federal standards and guidelines regarding road design and construction and the applications and procedures of computer-assisted software to the design process (CADD).

SKILLS:

The position requires skill in project management; planning and organizing the work of others; motivating subordinates; drawing conclusions and making recommendations; analyzing plans and specifications; communicating technical information with widely varied audiences both verbally and in writing; negotiation, mediation; and skill in the operation of computer assisted design, spreadsheet, and word processing software (Excel, Word, etc.).

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Civil Engineering, Civil Engineering Technology, or Related Field

Other education, training, certification, or licensing required (specify):

Skill in the use of engineering office instruments, computers, and MDT software.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

The position requires four years of progressively responsible highway design, or highway construction experience and at least one (1) year supervisory experience. The experience can be concurrent.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Experience may substitute for education on a year for year basis.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: Bryan Miller Title: Consultant Plans Engineer

Signature: Bryan Miller Date: 3-19-12

Bureau Chief:

Name: Tim Conway Title: CONSULTANT DESIGN BUREAU CHIEF

Signature: [Signature] Date: 3/19/12

Division/District Administrator:

Name: Dwaine Kiley Title: ADMINISTRATOR

Signature: [Signature] Date: 3/20/12

Department Designee:

Brent Rabe/Designee

Chief Human Resources Officer
Human Resources Division

Signature: Linda McKinney Date: 4/3/12

